

MINUTES
Workforce Connection
Of Central New Mexico
Full Board Meeting
Monday, February 12, 2007
Mid-Region Council of Governments
809 Copper NW
Albuquerque, NM 87102
1:30pm

Call to Order: 1:45pm - John Sapien

Roll Call - Determination of Quorum - by Patrick Newman

Present

- Yoshiro Akutagawa
- William Alberti
- Mary Baca
- Martha Binford
- Doug Calderwood
- Ken Carson
- Patricia Chavez
- Eva Gonzalez
- Marilyn Hill
- Rolando Klein
- Judy LeJeune
- Rita Logan
- Edna Lopez
- J.C. Lopez
- Virginia Murphy
- Claudette Riley
- John Sapien
- Jim Summers
- Mike Swisher
- Dave Tixier
- Ran Whitehead

Excused

- Jeff Armijo
- Bob Davey
- Rita Espinosa
- Keith Franklin
- Chuck Gara
- Patricia Lincoln
- Mary Lee Martin

- Kathy McCormick
- Norman Ration
- Randy Sanchez

Absent

- Steve Anaya
- Jeff Armijo
- Timothy Hartzler
- Dawn Matson
- Patrick Michaels
- Carol Sanchez
- Jim Summers

No quorum was established.

(Due to lack of quorum, agenda moved to Tab 7, Discussion Items.)

Tab 7. PY05 Audit Report Status Update – by Jan Borchardt

- An annual financial audit, required by the NM State Auditor and the Single Audit Act, was submitted by the December 1, 2006 due date to the Office of the State Auditor and was accepted on January 12, 2007.
- Dewey Cave reported that the PY05 Audit Report has been received and all prior years findings have been resolved.
- Two findings for PY05 were noted; participant files and youth provider participant check issues.
- Mr. Cave also thanked the all staff involved for their hard work in completing the PY05 audit.

Questions and Comments Followed

(Board Member arrived and Quorum was established)

Agenda moved back to Approval of Agenda

Approval of Monday, February 12, 2007 Agenda

Motion: Mike Swisher

Second: Edna Lopez

No Discussion

Action: Passed unanimously by voice vote

Tab 1. Approval of Minutes, Full Board: October 16, 2006

Motion: Judy LeJeune

Second: Anna Ortiz

No Discussion

Action: Passed unanimously by voice vote

(John Sapien proposed that all members review the meeting minutes prior to each meeting via email and hard copy minutes will not be distributed as a part of the Full Board Agenda packet.)

Tab 2. Monthly Expenditure Report - by Jan Borchardt

- Jan Borchardt explained the WIA monthly expenditure report for the month ending January 31, 2007.
- NMDOL has not billed us yet for the second quarter due to the SHARE accounting system issues.

Discussion and Questions Followed

FINAL ACTION ITEMS

There were four action items to discuss and vote on – All were passed by voice vote.

Passed by voice vote

- Concurrence with R-01-06, Resolution to Move Forward With the Central Region Bernalillo County Model One-Stop
- Approval of Amendment No. 1 to the Contract between the Workforce Connection of Central New Mexico and Community Outreach Program for the Deaf
- Approval of Amendment to the Policy of Customized Training
- Approval of WFCP-05-06, WCCNM Budget Adjustment Request (BAR) Update

Tab 3. Concurrence with R-01-06, Resolution to Move Forward With the Central Region Bernalillo County Model One-Stop - Introduction and Background by Patrick Newman

- Patrick Newman reported that on January 11, 2007, a letter from the Governor's Office of Workforce Training and Development (OWTD) has authorized funding in the amount of four hundred fifty thousand dollars (\$450,000) for the development of the state mandated Central Region Model One-Stop.
- Staff recommends the approval to proceed with establishing the Model One-Stop with funds utilized for start-up operations.

No Discussion

Motion: J.C. Lopez

Second: Marilyn Hill

No Discussion

Action: Passed unanimously by voice vote

Tab 4. Approval of Amendment No. 1 to the Contract between the Workforce Connection of Central New Mexico and Community Outreach Program for the Deaf - Introduction and Background by Jerilynn Sans

- Jerilynn Sans reported that in September 2006, the WCCNM approved a one-year contract with the Community Outreach Program for the Deaf (COPD) to perform interpreter services for WCCNM participants.
- The original contract allowed for a total of fifteen hundred dollars (\$1,500) to be expended for contract services.
- Due to a higher volume of interpreter services, staff is recommending an amendment to the original contract, which would allow an additional fifteen hundred dollars (\$1,500) for contract services, through June 30, 2007.
- The financial impact would not exceed three thousand dollars (\$3,000).

Questions and Comments Followed

Motion: Mike Swisher

Second: Judy LeJeune

Discussion and Questions Followed

Action: Passed unanimously by voice vote

Tab 5. Approval of Amendment to the Policy of Customized Training - Introduction and Background by Ramona Chavez

- Ramona Chavez reported that we have been receiving several requests for customized training and several repeat customers requesting funding.
- In order to clarify the existing policy, changes have been made regarding the approval elements and limitations of funding for priority industries and second tier identified industries.
- Recommendations from the Executive Committee and Robert Desiderio, WCCNM Attorney, include the addition of a case-by-case review by the Board for those industries who exceed the maximum dollar amount of three hundred thousand dollars (\$300,000).
- Staff is requesting the approval of the amendment to Customized Training Policy to allow for appropriate spending of program funds with regards to the budget allocation.
 - *Mike Swisher suggested that funding limitations be created on existing apprenticeship programs.*
 - *Mr. Newman will craft the appropriate language.*
 - *Lawrence Rael stated that the main issue is the dollar cap. The apprenticeship program will require additional research which will be presented to the Board as a separate amendment.*

Discussion and Questions Followed

Motion to approve the Policy of Customized Training with the amendment to include funding limitations: Mike Swisher

Second: Rita Logan

Discussion and Questions Followed

Action: Passed unanimously by voice vote

Tab 6. Approval of WFCP-05-06, WCCNM Budget Adjustment Request (BAR) Update - Introduction and Background by Jan Borchardt.

- Ms. Borchardt presented the PY06 Budget Adjustment which incorporates adjustments based the final PY06 allocation, actual PY05 carry-in funds, current expenditure levels, outstanding obligations and budget transfers.
- PY06 allocations total three million five hundred fifty-five and eight hundred seventeen dollars (\$3,555,817).
- The total amount of funds available for expenditures, including discretionary funding, is five million, five hundred seventy-one and one hundred and ninety-three dollars (\$5,571,193).
- Staff is recommending the approval of the PY06 Budget Adjustment Request which is necessary to provide the WCCNM a sufficient budget in all cost categories, as well as funding streams, to cover current and anticipated PY06 expenditures.

Discussion and Questions Followed

Motion: J.C. Lopez

Second: Rita Logan

Discussion and Questions Followed

Action: Passed unanimously by voice vote

DISCUSSION ITEMS

Tab 8. Discussion on PY07 Adult/Dislocated Worker and Youth Program Services Request for Proposals - by Patrick Newman

- Patrick Newman stated that the WIA provider programs will go out for RFP.
- The Chairman has appointed Ad Hoc Committees to oversee the development of both the Adult/Dislocated Worker and Youth Program RFPs.
- Ad Hoc Committee members will be contacted and letters will be sent to those who have been selected.
- RFP notices are anticipated to be in place by mid May 2007.

Questions and Comments Followed

Tab 9. One-Stop Status - by Patrick Newman

- Patrick Newman presented current accomplishments and developments related to the Model One-Stop.
- We are awaiting approval on the lease for the building located on San Mateo and Central from JC Penney.
- Model One-Stop Staff have been working very hard in creating a resource manual that addresses partner policies and procedures.
- The targeted opening date of the Model One-Stop is scheduled for June 2007.
- Mr. Sapien complemented the One-Stop team for their hard work.

- The Notice of Proposed Rule Making (NPRM) from the USDOL, proposes that Wagner-Peyser be fully integrated into the comprehensive career centers.
- The Site Manager job opening for the Model-One Stop will be posted once the Board has approved the funding.

Questions and Comments Followed

REPORTS

Administrative Reports

- None

Committee Reports -

Youth Council - by Jerilynn Sans for Mary Lee Martin

- The Youth Council did not meet for the month of February.
- The next Youth Council meeting is scheduled for March 8, 2007.

Performance and Monitoring - by Doug Calderwood for Virginia Murphy

- The Performance and Monitoring Committee continues to meet every other month with the next meeting scheduled for March 14, 2007.

Training and Service Provider - by Judy LeJeune

- The Committee met on January 18, 2007.
- There was discussion on the development of a training provider guide which will include information on targeted industries.
- Ms. LeJeune stated that the ultimate challenge is the performance measures for the providers.
- In the two-year plan we will include information on the ETPL providers maintaining their own database.
- The next meeting is scheduled for March 15, 2007.

Building an Employer-Driven One-Stop System - by John Sapien

- The Business Outreach Committee has not met due to lack of discussion items.
- Updates from NAWB federal budget is calling for cuts in WIA funding.
- We will continue to evaluate various avenues in working with less money as we move forward.

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment** – None
- **Adjournment** - 3:00 pm

NOTES

Next Meeting:

Date: April 16, 2007

Time: 1:30pm

Location: Mid-Region Council of Governments - Board Room